



# REQUEST FOR PROPOSALS

## DOWNTOWN SECURITY

### CAMERA SYSTEM

**R.F.P. #: DCS-24-0318**

**PRE-PROPOSAL MEETING DATE: March 7, 2018**  
**PRE-PROPOSAL MEETING TIME: 10:00 a.m.**

**PROPOSAL DUE DATE: March 14, 2018**  
**PROPOSAL DUE TIME: 3:00 P.M.**



Request for Proposals for Downtown Security Camera System  
RFP #: DCS-24-0318      Due Date: March 14, 2018 @ 3:00 P.M.

## Acknowledgment of Receipt

Please submit this page upon receipt.

For any clarifications, please contact Mr. Roberto C. Luna, Jr., Purchasing/Contracting Director, at the City of Brownsville Purchasing Office at (956) 548-6087 or e-mail: [purchasing@cob.us](mailto:purchasing@cob.us).

Please fax or mail this page upon receipt of R.F.P. package no later than Friday, **March 9, 2018 before 4:00 p.m. CST.** All questions regarding this project should also be submitted no later than stated date and time.

**Fax: (956) 546-2711 E-Mail: [purchasing@cob.us](mailto:purchasing@cob.us)**

If you are unable to respond on this item, kindly indicate your reason for **“Not Responding”** below and fax back. This will insure you remain active on our vendor list.

Date: \_\_\_\_\_

Yes, I will be able to submit a Proposal

No, I will not be able to submit a Proposal for the following reason:

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Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_



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**REQUEST FOR PROPOSALS**  
**R.F.P. # DCS-24-0318**

**INTRODUCTION/BACKGROUND**

The City of Brownsville, Texas seeks to implement a downtown security camera system that will encompass the main downtown district area. Please see exhibit "A", City of Brownsville Main Downtown District for designated coverage area.

A copy of the Request for Proposal may be obtained by contacting:

City of Brownsville  
Roberto C. Luna, Jr., Purchasing/Contracting Director  
1001 E. Elizabeth Street, Brownsville, TX 78520  
Ph # (956) 548-6087  
Fax # (956) 546-2711  
E-mail: [purchasing@cob.us](mailto:purchasing@cob.us)

To be considered, **One (1) original (marked original), five (5) copies, and one (1) electronic version (Acrobat PDF format -one file only)** of the R.F.P. are to be submitted at same address stated above by no later than 3:00 P.M. Wednesday, March 14, 2018. R.F.P.'s must be signed by a duly authorized official of the Firm's/Contractor's organization. **R.F.P.'s received after the time and date specified will not be considered.**

Should firms interested in submitting a proposal have questions regarding the required services, the contents of R.F.P., the selection or any other requirements, these questions should be directed in writing only, to Roberto C. Luna, Jr., Purchasing/Contracting Director at (956) 548-6087 or in writing to:

City of Brownsville  
Purchasing/Contracting Office  
Roberto C. Luna., Jr., Purchasing/Contracting Director  
City Hall 1001 E. Elizabeth St., 1<sup>st</sup> Floor, Suite 101  
Brownsville, Texas 78522-0911 - P.O. Box 911  
Phone: (956) 548-6087 Fax: (956)546-2711  
E-mail: [purchasing@cob.us](mailto:purchasing@cob.us)

- I.** A pre-submittal conference will be held on **Wednesday, March 7, 2018** at 10:00 A.M. at the Purchasing Conference Room, located at City Hall, Suite 101, 1001 E. Elizabeth St., Brownsville, Texas, to discuss the R.F.P. and to answer questions follow by a site visit to the Purchasing Department located at address above. Attendance at the pre-proposal conference by interested parties is extremely recommended, but not mandatory.
- II.** The City of Brownsville hereby notifies all participants that it will affirmatively insure that in regard to any contract entered into pursuant to this R.F.P., Historically Underutilized Business (HUB) and/or Minority- and Women-Owned Business Enterprise (MWBE) vendors will be afforded full opportunity



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to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, creed, color, national origin, sex, or disability, in consideration of an award.

**III.** No proposal may be withdrawn for a period of ninety (90) days after the time and submission of said proposal. A respondent may modify or withdraw the proposal/submittal at any time prior to the due date by a written request, signed by the same person who signed the proposal.

**IV.** Participants are responsible for making certain proposals packages are delivered to the Purchasing/Contracting Department. Mailing of proposal does not ensure that the proposal package will be delivered on time or delivered at all. If participant does not hand deliver proposal, we suggest that he/she use some sort of delivery service that provides a receipt.

Proposals will be accepted in person by United States Mail, by United Parcel Service, or by private courier service. Oral communication, telephone, electronic mail, telegraphic transmission, or telefacsimile transmission will not be acceptable submissions for proposals. Proposals may be withdrawn prior to the above scheduled time set for closing. Any proposal received after the date and hour specified will be rejected and returned unopened to the participant/proposer.

The City reserves the right to postpone the due date and time through an addendum.

**VI. Proposal packet addenda & modifications:** Any proposer in doubt as to the true meaning of any part of the specifications, scope of work or other contract documents may request an interpretation thereof from the Contract Administrator. At the request of the proposer, or in the event the Purchasing Director deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the Purchasing/Contracting Department. Such addendum will be sent to all participants receiving the original R.F.P. package and will become part of the proposal package having the same binding effect as provisions of the original proposal. No verbal explanations or interpretations will be binding.

The City does not assume responsibility for the receipt of any addendum sent to participants.

A copy of all addenda issued must be signed and returned with your proposal.

**The following form shall be completed and included in the R.F.P. proposal.**

Failure to acknowledge receipt of all addenda may cause the proposal to be considered "**non-responsive**" to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Offer.



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**ACKNOWLEDGMENT OF ADDENDA**

The undersigned acknowledges receipt of the following addenda to the documents:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

**VII. Proposal Preparation Costs:** Issuance of this "R.F.P." does not commit the City of Brownsville, in any way, to pay any costs incurred in the preparation and submission of a proposal.

The issuance of this Request for Proposals (R.F.P.) does not obligate the City of Brownsville to enter into contract for any services and/or equipment.

**VIII. Trade Secrets, Confidential Information and the Texas Public Information Act.** : If you consider any portion of your proposal to be privileged or confidential by statute or judicial decision, including trade secrets and commercial or financial information, clearly identify those portions.

Proposals will be opened in a manner that avoids disclosure of the contents to competing offerors and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals are not open for inspection.

The City of Brownsville will honor your negotiations of the trade secrets and confidential information and decline to release such information initially, but please note that the final determination of whether a particular portion of your proposal is in fact a trade secret or commercial or financial information that may be withheld from public inspection will be made by the Texas Attorney General or a court of competent jurisdiction. In the event a public information request is received for a portion of your proposal that you have marked as being confidential information, you will be notified of such request and you will be required to justify your legal position in writing to the Texas Attorney General pursuant to Section §552.305 "*Information Involving Privacy or Property Interest of Third Party*" of the Government Code. In the event that it is determined by opinion or order of the Texas Attorney General or a court of competent jurisdiction that the information is in fact not privileged and confidential under Section §552.110 "*Exception: Trade Secrets; Certain Commercial Or Financial Information*" of the Government Code and Section § 252.049 "*Confidentiality of Information in Bids or Proposals*" of the Local Government code, then such information will be made available to the requested.



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**IX.** Proposals are to be signed by an officer of the company authorized to bind the submitter to its provisions. Proposals are to contain a statement indicating the period during which the proposal will remain valid. A period of not less than ***ninety (90) days is required***. The proposal submitted by the participating companies/firms/vendors shall become an integral part of the contract between the City and the Proposer and the representations, covenants, and conditions therein contained shall be binding upon the person, firm or corporation executing the same.

Failure to manually sign proposal will disqualify it.

**X. Right of Rejection:** The City of Brownsville reserves the right to reject any or all proposals, reject any particular item on a proposal, and to waive immaterial formalities.

To demonstrate proposer's qualifications to perform the work, each proposer must submit with their proposal, **five (5) customer references**, including name of customer, telephone number, and individual to contact.

The City may, by written notice to contractor/firm/vendor, cancel the contract if it is found by the City that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by contractor/firm/vendor or any agent or representative of contractor/firm/vendor, to any employee or City Council member with a view toward securing an order or securing a favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such order.

All actions taken pursuant to this proposal and/or contact must be in compliance with all Federal and Texas State Laws and regulations.

The parties hereby agree that the agreement will be made and entered into the State of Texas and under the laws of the State of Texas.

**XI. MODIFICATION OR WITHDRAWAL OF PROPOSAL**

A modification of proposal already received will be accepted by the City of Brownsville only if the modification is received prior to the Proposal Due Date, or is specifically requested by the City, or is made with a requested. All modifications shall be in writing and executed and submitted in the same form and manner as the original proposal.

A participant may withdraw their proposal already received prior to the Due Date by submitting, in the same manner as the original proposal, to the City of Brownsville a written request for withdrawal executed by the Offeror's authorized representative. After the proposal due date, a proposal may be withdrawn only if the City of Brownsville fails to award the Contract within the proposal validity period prescribed in "Due Date" or any agreed upon extension thereof. The withdrawal of a proposal does not prejudice the right of an Offeror to submit another proposal within the time set for receipt of proposals.



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This provision for modification and withdrawal of proposals may not be utilized by a participant as a means to submit a late proposal and, as such, will not alter City's right to reject a proposal.

## **XII. ACCEPTANCE/REJECTION OF PROPOSALS**

The City of Brownsville reserves the right to reject any or all proposals for sound business reasons, to undertake discussions with one or more Offerors, and to accept that proposal or modified proposal which, in its judgment, will be most advantageous to the City, price and other evaluation criteria considered. The City of Brownsville reserves the right to consider any specific proposal that is conditional or not prepared in accordance with the instructions and requirements of this proposal to be non-competitive. The City of Brownsville reserves the right to waive any defects, or minor informalities or irregularities in any proposal which do not materially affect the proposal or prejudice other Offerors. If there is any evidence indicating that one or more participants are in collusion to restrict competition or otherwise engaged in anti-competitive practices, the proposals of all such Offerors shall be rejected and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by the City of Brownsville.

The City of Brownsville may reject a proposal that includes unacceptable deviations as provided in "Conditions, Exceptions, Reservations or Understandings".

## **XIII. SINGLE PROPOSAL RESPONSE**

If only one proposal is received in response to this R.F.P. and it is found by the City of Brownsville to be acceptable, a detailed price/cost proposal may be requested of the single participant. A price or cost analysis, or both, possibly including an audit, may be performed by or for the City of Brownsville of the detailed price/cost proposal in order to determine if the price is fair and reasonable. The participant has agreed to such analysis by submitting a proposal in response to this proposal. A price analysis is an evaluation of a proposed price that does not involve an in-depth evaluation of all the separate cost elements and the profit factors that comprise an Offeror's proposed price. It should be recognized that a price analysis through comparison to other similar procurements must be based on an established or competitive price of the elements used in the comparison. The comparison must be made to a purchase of similar quantity, involving similar specifications and in a similar time frame. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto. Where it is impossible to obtain a valid price analysis, it may be necessary to conduct a cost analysis of the proposed price. A cost analysis is a more detailed evaluation of the cost elements in the participant's offer to perform. It is conducted to form an opinion as to the degree to which the proposed costs represent what the participant's performance should cost. A cost analysis is generally conducted by the Purchasing/Contracting Office to determine whether the participant is applying sound management in proposing the application of resources to the contracted



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effort and whether costs are allowable, allocable and reasonable. Any such analyses and the results there from shall not obligate the City of Brownsville to accept such a single proposal; and the City of Brownsville may reject such proposal at its sole discretion.

### XIV. CANCELLATION OF PROCUREMENT

The City of Brownsville reserves the right to cancel the procurement, at any time for any reason before the Contract is fully executed and approved on behalf of the City.

### XV. AVAILABILITY OF FUNDS

This procurement is subject to the availability of funding. The City's obligation hereunder is contingent upon the availability of appropriated funds from which payment for the Contract purposes can be made. No legal liability on the part of the City for any payment shall arise until funds are made available to the Contracting Officer for this Contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer. Any award of Contract hereunder will be conditioned upon said availability of funds for the Contract.

### XVI. SELECTION & EVALUATION PROCESS.

#### A. Evaluation process

The award of this contract(s) will be made to the participant(s) offering the response which best meets the needs of the City of Brownsville. The City may make investigations as it deems necessary to determine the ability of the distributor to furnish the required services, and the distributor shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or investigation of such distributor fails to satisfy the City that the distributor is properly qualified to deliver the services contemplated.

#### B. ORAL INTERVIEWS

Following the initial review and screening of all proposals submitted, one or more firms may be invited to participate in an oral interview or presentation of their proposals. These interviews or presentations provide an opportunity for City to ask additional questions and the respondent to clarify the proposal to ensure material understanding. ***However, City reserves the right to recommend award of the Contract without conducting interviews.***

Thereafter, staff will make its recommendation regarding an award of Contract to the City Commission who will make the final decision.



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### **ACCEPTANCE CRITERIA**

For the downtown security camera system project the acceptance of all deliverables will reside with MIS Department designated staff. The MIS Director will maintain a small team of two advisors in order to ensure the completeness of each stage of the project and that the scope of work has been met. Once a project phase is completed and the vendor provides their report/presentation for review and approval, the director will either sign off on the approval for the next phase to begin, or reply to the vendor, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the project will enter the handoff/closure stage. During this stage of the project, the vendor will provide their project closure report and project task checklist to MIS Department designated staff. The acceptance of this documentation by MIS Department director will acknowledge acceptance of all project deliverables and that the vendor has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between MIS Department designated staff and the awarded vendor will be referred to both organizations' contracting offices for review and discussion.

### **OTHER REQUIREMENTS**

All vendor project team members will submit a list of team members to Purchasing Department and MIS Department for clearance and access to the facilities/infrastructure/right-of-way/Traffic structure. All vendor engineers/installers/team members will be granted access to City of Brownsville, MIS servers and all necessary IT functions. They will also be given temporary MIS accounts which are to be used only for work pertaining to the project. Upon completion of the project these accounts will be closed.

All installation will be conducted at the MIS Department data center.

### **XVII. AWARD OF CONTRACT**

Award(s), if made, will be made to the **Responsive** and **Responsible** Offeror(s) whose proposal is most advantageous to the City of Brownsville, taking into consideration price and the other factors set forth in this Request for Proposal R.F.P. Contract(s) will be negotiated with the respondent whose proposal is determined to be most advantageous to the City. The City reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, and award the contract in whole or in part, if it is deemed in the best interest of the City. Proposals should be submitted initially on the most favorable terms, from both price and technical standpoints. The City further reserves the right to award contract without discussion after proposals are received or



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to request written BEST AND FINAL OFFERS from respondents judged to be responsive to the minimum technical requirements.

**XVIII. PROPOSAL PROTEST PROCEDURES.**

The City maintains written procedures that must be followed for all bid/proposals/qualification statement protests. Protests based on restrictive specifications or alleged Improprieties in the bidding procedure shall be filed in writing with the Purchasing/Contracting Director at least five (5) calendar days prior to R.F.P. due date. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon City staff's recommendation award of the Contract shall be submitted in writing to City Manager at least twenty-four (24) hours prior to the appropriate board or committee meeting at which the staff recommendation will be considered. The protest must clearly specify in writing the grounds and evidence on which protest is based.

**FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS SET FORTH IN CITY WRITTEN PROCUREMENT PROTEST PROCEDURES MAY RESULT IN REJECTION OF THE PROTEST.**



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### Protest Procedure

The protest must outline the specific portion of the specification or IFB procedure that had been violated.

Prospective bidders whose direct economic interest would be affected by the award of a contract or by failure to award a contract may file a protest. The purchaser (City of Brownsville/Airport) will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. All protests are to be submitted in writing to: Roberto C. Luna, Jr., Purchasing/Contracting Director, City of Brownsville Purchasing Department, City Hall, 1001 E. Elizabeth St., First Floor, Suite 101 Brownsville, TX 78520. Protest submissions should be concise, logically arranged, and clearly state the grounds for protest. Protest must include the following information:

- (A) name, address, and telephone number of protestor,
- (B) identification of contract solicitation number,
- (C) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, and
- (D) a statement as to what relief is requested.

Protest must be submitted to the City of Brownsville Purchasing Department in accordance with these procedures and time requirements must be complete and contain all issues that the protestor believes relevant.

In the procedure outline below, the Purchasing/Contracting Director is considered to be the Contracting Officer.

#### 1.3.1 Protest Before Opening

Protests alleging restrictive specifications or improprieties which are apparent prior to the bid/proposal deadline or receipt of bids/proposal must be submitted in writing to the Contracting Officer at the address above and must be received at least seven (7) days prior to the bid/proposal opening. If the written protest is not received by the time specified in bid package may be received and award made in the normal manner unless the Contracting Officer determines that remedial action is required. Oral protest not followed up by a written protest will be disregarded. The Contracting Officer may request additional information from the appealing party and information or responses from other bidder, which shall be submitted to the Contracting Officer not less than ten (10) days after the date of the City of Brownsville's request. So far as practicable, appeals will be decided based on the written appeal, information and written responses submitted by the appealing party and other proposers. In failure of any party to timely respond to a request for information, it may be deemed by the purchaser that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to submit a response, and in such case, the protest will proceed and will not be delayed due to the lack of response. Upon receipt and review of written submissions and any independent evaluation deemed appropriate by the purchaser, the Contracting Officer shall either (a) render a decision, or (b) at the sole election of the Contracting Officer, conduct an informal hearing at which the interested parties will be afforded the opportunity to present their respective positions and facts, documents,



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justification, and technical information in support thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedures. Following the informal hearing, if one is held, the Contracting Officer will render a decision, which shall be final, and notify all interested parties thereof in writing but no later than ten (10) days from the date of the informal hearing.

### 1.3.2 Protest After Opening/Prior to Award

Proposal protests against the making of an award by the purchaser must be submitted in writing to the Contracting Officer and received within seven (7) days of the award by the purchaser. Notice of the protest and the basis thereto will be given to all proposers. In addition, when a protest against the making of an award by the purchaser is received and it is determined to withhold the award pending disposition of the protest, the proposers whose proposals might become eligible for award shall be requested, before the expiration of the time for acceptance, to extend or to withdraw the proposal. Where a written protest against the making of an award is received in the time period specified, award will not be made prior to seven (7) days after resolution of the protest unless the purchaser determines that:

- (A) the items to be purchased are urgently required
- (B) delivery or performance will be unduly delayed by failure to make an award promptly, or
- (C) failure to make an award will otherwise cause undue harm to City of Brownsville or the federal government.

### 1.3.3 Protest After Award

In instances where the award has been made, the Contractor shall be furnished with the notice of protest and the basis thereof. If the contractor has not executed the contract as of the date of the protest is received by the City of Brownsville; the execution of the contract will not be made prior to seven (7) days after resolution of the protest unless the City of Brownsville determines that:

- (A) the items to be purchased are urgently required
- (B) delivery or performance will be unduly delayed by failure to make an award promptly, or
- (C) failure to make an award will otherwise cause undue harm to the City of Brownsville or the federal government.



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## **SCOPE OF WORK**

The scope of work for the downtown security camera project includes all installation, planning, execution, implementation, configuration of Milestone software, and training. The selected vendor will be responsible for the new security camera layout and coverage. Vendor will be required to recommend type of security cameras (includes Milestone corporate licensing), brackets, mounts, power connectivity, network infrastructure (wireless, Cat5, cable runs) and any other applicable hardware associated with this project. Each stage of the project will require written approval from the MIS designated/appointed staff before moving on to the next stage. The selected vendor must ensure it has adequate resources for designing, building, testing, and implementing the security camera equipment and is staffed for the training of designated City personnel as well. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this RFP package.

- 1. Security Cameras**
  - a. All cameras must be supported by Milestone Xprotect Corporate software.
  - b. Outdoor; IP66-rated, HDTV 1080P Night and Day; WDR technology, built-in IR, IP network camera, Power over Ethernet, must provide better image quality on low-light or highly variable conditions, Zoom and autofocus.
  - c. Power Injector per camera must be included.
  - d. Camera\Radio brackets and mounts must be included.
  - e. Surge Protectors must be installed and properly grounded.
  - f. Vendor must/shall be an authorize reseller for Milestone Xprotect Corporate.
  - g. Milestone Xprotect Corporate Licenses – 1 per camera
  - h. Vendor must register license to Access Milestone City of Brownsville portal (License Code will be provided) and must provide license confirmation.
  - i. Ubiquiti PTMP Radios must be used- if wireless network link is needed
- 2. Installation – (Optional) *City will have the right and option to include or exclude installation of hardware as it deems necessary.***
  - a. All PTMP client and master radios must be installed, configured, mounted, aligned and accessible. (IP addresses will be provided by COB)
  - b. All cameras must be properly mounted, setup and configured. (IP addresses will be provided by COB)
  - c. All network cable should be properly run and terminated.
  - d. Conduit, junction boxes will be required on some installations.
- 3. Requirements**
  - a. All cameras must be accessible and managed by Milestone Xprotect Corporate management software only.
  - b. All PTMP radios must be accessible via network.
  - c. All user names and passwords must be provided to the City of Brownsville.
- 4. City will provide the following hardware & information:**



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- a. Network POE Switches.
- b. IP address information for each device.
- c. Access to buildings or remote structures.

### **PERIOD OF PERFORMANCE**

The period of performance for the downtown security camera system is approximately sixty (60) working days, two (2) months beginning on May, 2018 through June, 2018. All work must be scheduled to complete within this timeframe. Any modifications or extensions will be requested through the MIS DEPARTMENT and vendor contracting officers for review, discussion and final approval (Via an amendment/change order).

### **PLACE OF PERFORMANCE**

The selected vendor for the downtown security camera system project will perform work at its own facility or at the MIS Department. The vendor will be required to give a status report at an agreed upon frequency. MIS Department will provide and arrange for meeting spaces within its facility for all required vendor meetings. Once the project reaches the training phase, all training may be conducted at MIS Department data center and/or via remote sessions.

### **WORK AND EQUIPMENT REQUIREMENTS**

#### **Work Requirements**

As part of the MIS downtown security camera system project the vendor will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

##### **Kickoff:**

- Vendor will create and present detailed project plan including schedule, testing plan, implementation plan, training plan, and transition plan
- Vendor will present project plan to MIS Director for review and approval

##### **Design Phase:**

- Work with MIS staff to gather requirements and establish metrics.
- Create hardware design based on collected requirements.
- Develop hardware proposal for MIS Department's review and approval.
- Present written status at regularly scheduled meetings.

##### **Build Phase:**

- Vendor will complete all coding for approved site design.
- Vendor will provide MIS Department with a detailed testing plan.
- Vendor will conduct testing of all security camera equipment and software connectivity.
- Vendor will resolve any equipment or software issues identified in testing.



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- Vendor will compile a testing report to present to MIS Department for review/approval.
- Present written status at regularly scheduled meetings.

**Implementation Phase:**

- Vendor will implement the installation of all security cameras and software
- Vendor will begin providing 24x7 support at this point forward until the end of the period of performance.
- Present written status at regularly scheduled meetings.

**Training Phase:**

- Vendor will provide training in accordance with approved training plan provided in the kickoff meeting.
- Present written status at regularly scheduled meetings.

**Project Handoff/Closure:**

- Vendor will provide MIS Department with all documentation in accordance with the approved project plan.
- Vendor will present project closure report to MIS Department for review and approval.
- Vendor will complete the project requirements checklist showing that all project tasks have been completed.
- Present written status at regularly scheduled meeting.

## **EQUIPMENT REQUIREMENTS**

### **I. Hardware**

**Security camera system** - Outdoor; IP66-rated, HDTV 1080P Night and Day; WDR technology, built-in IR, IP network camera, Power over Ethernet, must provide better image quality on low-light or highly variable conditions, Zoom and autofocus.

- Please see scope of work section for hardware information

### **II. Software**

Milestone Xprotect Corporate License – 1 per camera

### **III. Professional Services**

1. Configuration of hardware and Milestone software (see scope of work)

### **IV. Hardware/Software Maintenance Agreement**

1. Provide options for a one (1) standard or three (3) years with two (2) additional year renewable maintenance agreement for hardware and software.



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2. Provide 24x7 4-hour response via remote or onsite hardware replacement depending on hardware role.



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**PRICE PROPOSAL**

The undersigned hereby offers the following costs for **Purchase, Delivery and Installation of Downtown Security Camera System** with option to purchase additional security cameras over the next year at the price stated herein in accordance with the specifications/proposal stated and on file in the office of the Purchasing Director. The proposed price quoted is all inclusive of any and all delivery charges, installation labor, conduit/cabling, parts and components as well as any required permits for options: A, A-1, A-2, and A-3. Option B, B1, B2 and B3 is Hardware only

A	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
	Security camera system <u>to be install, fine-tune and configure</u> to interface with Milestone Corporate software to properly surveillance all Brownsville Main Downtown District <u>as per exhibit "A"</u> Phases <b>1, 2 &amp; 3</b>	_____	_____	_____
CAMERA MAKE		CAMERA MODEL		Installation/Completion
				<b>Working days</b>

**Additive Alternate Option**

A-1	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
	Security camera system <u>to be install, fine-tune and configure</u> to interface with Milestone Corporate software to properly surveillance all Brownsville Main Downtown District <u>as per exhibit "A"</u> Phases <b>1 ONLY</b>	_____	_____	_____
CAMERA MAKE		CAMERA MODEL		Installation/Completion
				<b>Working days</b>

**Additive Alternate Option**

A-2	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
	Security camera system <u>to be install, fine-tune and configure</u> to interface with Milestone Corporate software to properly surveillance all Brownsville Main Downtown District <u>as per exhibit "A"</u> Phases <b>2 ONLY</b>	_____	_____	_____
CAMERA MAKE		CAMERA MODEL		Installation/Completion
				<b>Working days</b>



Request for Proposals for Downtown Security Camera System  
RFP #: DCS-24-0318  
Due Date: March 14, 2018 @ 3:00 P.M.

### PRICE PROPOSAL

The undersigned hereby offers the following costs for **Purchase, Delivery and Installation of Downtown Security Camera System** with option to purchase additional security cameras over the next year at the price stated herein in accordance with the specifications/proposal stated and on file in the office of the Purchasing Director. The proposed price quoted is all inclusive of any and all delivery charges, installation labor, conduit/cabling, parts and components as well as any required permits for options: A, A-1, A-2, and A-3. Option B, B1, B2 and B3 is Hardware only

#### Additive Alternate Option

A-3	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
Security camera system to be install, fine-tune and configure to interface with Milestone Corporate software to properly surveillance all Brownsville Main Downtown District as per exhibit "A" Phases 3 ONLY				
CAMERA MAKE				
CAMERA MODEL				
		Installation/Completion		Working days

#### HARDWARE ONLY OPTION

B	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
Security camera system <b>HARDWARE ONLY</b> to interface with Milestone Corporate software to properly surveillance all Brownsville Main Downtown District as per exhibit "A" Phases 1, 2 & 3				
CAMERA MAKE				
CAMERA MODEL				
		Delivery		Working days

#### Additive Alternate Option

B-1	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
Security camera system <b>HARDWARE ONLY</b> to interface with Milestone Corporate software to properly surveillance all Brownsville Main Downtown District as per exhibit "A" Phases 1 ONLY				
CAMERA MAKE				
CAMERA MODEL				
		Delivery		Working days



Request for Proposals for Downtown Security Camera System  
RFP #: DCS-24-0318  
Due Date: March 14, 2018 @ 3:00 P.M.

### PRICE PROPOSAL

The undersigned hereby offers the following costs for **Purchase, Delivery and Installation of Downtown Security Camera System** with option to purchase additional security cameras over the next year at the price stated herein in accordance with the specifications/proposal stated and on file in the office of the Purchasing Director. The proposed price quoted is all inclusive of any and all delivery charges, installation labor, conduit/cabling, parts and components as well as any required permits for options: A, A-1, A-2, and A-3. Option B, B1, B2 and B3 is Hardware only

#### Additive Alternate Option

B-2	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
	Security camera system <b>HARDWARE ONLY</b> to interface with Milestone Corporate software to properly surveillance all Brownsville Main Downtown District as per exhibit "A" Phases <b>2 ONLY</b>			
<b>CAMERA MAKE</b> <b>CAMERA MODEL</b> <b>Delivery</b>				
				<b>Working days</b>

#### Additive Alternate Option

B-3	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
	Security camera system <b>HARDWARE ONLY</b> to interface with Milestone Corporate software to properly surveillance all Brownsville Main Downtown District as per exhibit "A" Phases <b>3 ONLY</b>			
<b>CAMERA MAKE</b> <b>CAMERA MODEL</b> <b>Delivery</b>				
				<b>Working days</b>

All hardware, installation labor, conduit/cabling, parts and components shall be warranty for a minimum of one full year from the time of completion (if turn-key option) and/or from date of delivery (if purchase of hardware only).

The proposed prices quoted on this form are firm proposals which are good for **up to sixty (60) days** following the RFP due date. I have attached and initialed a copy of the specifications for the item(s) proposed on this form(s) to clarify my understanding as to what features shall be required in the equipment.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_



## Request for Proposals for Downtown Security Camera System

RFP #: DCS-24-0318

Due Date: March 14, 2018 @ 3:00 P.M.

### PRICE PROPOSAL

The undersigned hereby offers the following costs for **Purchase, Delivery and Installation of Downtown Security Camera System** with option to purchase additional security cameras over the next year at the price stated herein in accordance with the specifications/proposal stated and on file in the office of the Purchasing Director. The proposed price quoted is all inclusive of any and all delivery charges, installation labor, conduit/cabling, parts and components as well as any required permits for options: A, A-1, A-2, and A-3. Option B, B1, B2 and B3 is Hardware only

#### Additive Alternate Option

C	DESCRIPTION	PRICE
	One (1) year standard maintenance agreement for hardware and software.	_____
	One (1) year 24x7 4-hour response via remote or onsite hardware replacement depending on hardware role.	_____

#### Additive Alternate Option

C-1	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXTENDED PRICE
	Three (3) years with two (2) additional year renewable maintenance agreement for hardware and software.	_____	_____	_____
	Three (3) years with two (2) additional year 24x7 4-hour response via remote or onsite hardware replacement depending on hardware role.	_____	_____	_____

All hardware, installation labor, conduit/cabling, parts and components shall be warranty for a minimum of one full year from the time of completion (if turn-key option) and/or from date of delivery (if purchase of hardware only).

The proposed prices quoted on this form are firm proposals which are good for **up to sixty (60) days** following the RFP due date. I have attached and initialed a copy of the specifications for the item(s) proposed on this form(s) to clarify my understanding as to what features shall be required in the equipment.

Signed\_\_\_\_\_

Title\_\_\_\_\_

Company\_\_\_\_\_

Date\_\_\_\_\_



**Request for Proposals for Downtown Security Camera System**  
**RFP #: DCS-24-0318**      **Due Date: March 14, 2018 @ 3:00 P.M.**

### **SECTION V – EVALUATION PROCESS & AWARD**

A review committee will be formed to review the proposals submitted. The committee will rank the proposals, with consideration for those items mentioned in RFP. All proposals deemed non-responsive will be eliminated from further consideration. After ranking the proposals submitted, the committee will review the total score structure of the top two or three firms. If, after review and evaluation of the proposer's requirements and score, the committee determines that oral presentations would be beneficial, it will schedule these with the top two or three proposers; the committee will re-evaluate these responses for final selection. A chief contact person for the firm who has the ability to fully answer all question regarding their proposal, will be expected to attend any oral presentation scheduled (if requested). The City of Brownsville reserves the right to award a contract without conducting any interviews.

The CITY may accept, within the time specified herein, any proposal in whole or in part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of the CITY.

### **SECTION VI PROPOSAL EVALUATION CRITERIA**

#### **SCORING**

A.	Proposer 's Qualifications	50%
B.	Technical Support	10%
C.	Security Camera System <b>Price:</b>	40%
<b>TOTAL</b>		<b>100%</b>

The City reserves the right to waive any irregularities in any proposal submitted hereunder, to reject any and all proposals, to negotiate for the modification of any proposal with the mutual consent of the Offeror, to re-advertise for proposals if desired, and to accept the proposal which in the judgment of the MIS Department staff provides the best service to the department and is in the best interest of the City of Brownsville. Any proposal which is incomplete, conditional, obscure, or which contains additions not called for or irregularities of any kind, may be the cause for rejection of the proposal, in the discretion of the Purchasing & Contract Services Department and Police Department.

**PLEASE FILL IN THE FOLLOWING INFORMATION NEEDED AND SUBMIT WITH PROPOSAL.**



Request for Proposals for Downtown Security Camera System  
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## Evaluation Criteria Score Sheet

Evaluator Name:	Max. Points
Proposer's Qualifications	<u>50 max.</u>
a. Experience and qualifications of Offeror and Offeror's management, key personnel, and performance results from similar contracts, include municipal government Contracts (Texas clients);  • At least three (3) specific client references that may be personally contacted to discuss security camera system. Include the contact's name, title, phone number, and full address.	<u>25</u>  <u>15</u>
b. Ability and experience of the Offeror in maintaining technical support and maintenance to security camera system as well as training.	<u>10</u>
Technical Support Training, Maintenance, & Installation	<u>10</u>
Security Camera System <u>Price</u> :	<u>40</u>
<b>TOTAL POINTS</b>	<b>100</b>
Notes:	



## Request for Proposals for Downtown Security Camera System

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Due Date: March 14, 2018 @ 3:00 P.M.

### **INDEMNIFICATION**

BIDDER covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to BIDDER'S activities under this contract, including any acts or omissions of BIDDER, any agent, officer, director, representative, employee, consultant or subcontractor of BIDDER, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this contract. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT BIDDER AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. BIDDER shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or BIDDER known to BIDDER related to or arising out of BIDDER's activities under this contract, and shall see to the investigation and defense of such claim or demand at BIDDER's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving BIDDER of any of its obligations under this paragraph.

**BID REJECTION OR PARTIAL ACCEPTANCE** – The CITY OF BROWNSVILLE has the right to reject any or all proposals. It further reserves the right to waive technicalities and formalities in proposals, as well as to accept in whole or in part such proposal or proposals where it deems it advisable in protection of the best interests of the City.

**CHANGE ORDERS** - No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders will be made in writing by the City of Brownsville Purchasing & Contract Services Department.

### **INSURANCE -**

Prior to beginning work, the Contractor shall furnish the City with certificates of insurance in the amounts listed below:

- A. Workers' Compensation Insurance  
Amount: Statutory
- B. Comprehensive General Liability Insurance  
Amount: \$500,000 Each Occurrence  
\$1,000,000 General Aggregate
- C. Comprehensive Automobile Liability Insurance  
Amount: \$500,000 Combined Single Limit

This insurance shall be kept in force until the work under this contract has been completed and accepted by the City. The City shall be listed as Additional Insured under the policy.



Request for Proposals for Downtown Security Camera System  
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## CITY OF BROWNSVILLE DISCLOSURE OF INTERESTS

City of Brownsville, Texas requires all persons or firms seeking to do business with the City to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA." Corporations whose shares are publicly traded and listed on national or regional stock exchanges or over-the-counter markets may file a current Securities and Exchange Commission Form 10-K with the City in lieu of answering the questions below. See reverse side for definitions.

Date \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**FIRM** is: 1. Corporation (  ) 2. Partnership (  ) 3. Sole Owner (  )  
4. Association (  ) 5. Other (  ) \_\_\_\_\_

### A. DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee" of the City of Brownsville having an "ownership interest constituting 10% or more of the voting stock or shares of the business entity or ownership of \$2,500 or more of the fair market value of the business entity or employed by the above named "firm."

Name	Title	Department

2. State the name of each "official" of the City of Brownsville having an "ownership interest" constituting 10% or more of the ownership in the above named "firm", or employed by the above named "firm."

Name	Title	Department

3. State the names of each "board member" of the City of Brownsville having an "ownership interest" constituting 10% or more of the ownership in the above named "firm", or employed by the above named "firm."



**Request for Proposals for Downtown Security Camera System**  
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Name	Board, Commission, or Committee

**CERTIFICATE**

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Brownsville, Texas as changes occur.

Certifying Person: \_\_\_\_\_

Title: \_\_\_\_\_  
(Type or Print)

Signature of Certifying Person: \_\_\_\_\_ Date: \_\_\_\_\_



**Request for Proposals for Downtown Security Camera System**  
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## **DEFINITIONS**

The following definitions of terms should be used in answering the questions set forth below:

- a. **“Board member.”** A member of any board, commission, or committee appointed by the City Commission of the City of Brownsville, Texas.
- b. **“Employee.”** Any person employed by the City of Brownsville, Texas either on a full or part-time basis, but not as an independent contractor.
- c. **“Firm.”** Any entity operated for economic gain, whether professional, industrial or commercial, and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust, and entities which for purposes of taxation are treated as non-profit organizations.
- d. **“Official.”** The Mayor, members of the City Commission, City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judge of the City of Brownsville, Texas.
- e. **“Ownership interest.”** Legal or equitable interest, whether actually or constructively held, in a firm, including when such interest is held through an agent, trust, estate or holding entity. “Constructively held” refers to holdings or control established through voting trusts, proxies, or special terms of venture of partnership agreements.”

PLEASE FILL IN INFORMATION NEEDED AND SUBMIT TO:

**THE CITY OF BROWNSVILLE**  
PURCHASING and CONTRACT SERVICES DEPARTMENT  
P. O. BOX 911 - CITY HALL 1001 E. ELIZABETH ST. FIRST FLOOR, SUITE 101  
BROWNSVILLE, TEXAS 78520



Request for Proposals for Downtown Security Camera System  
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**VENDOR ACKNOWLEDGMENT FORMS**  
**CITY OF BROWNSVILLE**  
**NON-COLLUSIVE BIDDING CERTIFICATION**

I/We have read instructions to bidder and specifications. My/Our bid conforms with all bid specifications, conditions, and instructions as outlined by *CITY OF BROWNSVILLE*. Signing the Acknowledgment Form confirms that our company will enter into a binding contract with *CITY OF BROWNSVILLE* for item(s) awarded to our company. I/We have read instructions to bidder and specifications.

The undersigned Bidder, by signing and executing this bid, certifies and represents to the *CITY OF BROWNSVILLE* that Bidder has not been offered, conferred or agreed to confer any pecuniary benefit, as defined by §1.07(a)(6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the *CITY OF BROWNSVILLE* concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or member of the *CITY OF BROWNSVILLE* in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or member of *CITY OF BROWNSVILLE* in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature : \_\_\_\_\_

**Note: This form must be completed and submitted with the proposal.**



**Request for Proposals for Downtown Security Camera System**  
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**GENERAL INFORMATION REQUIRED FROM ALL RESPONDENTS**

The undersigned agrees, if this bid is accepted, to furnish any and all items/materials upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be thirty (30) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package.

Date: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

AUTHORIZED  
REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS:  
\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ FAX NO. \_\_\_\_\_



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**CERTIFICATIONS**

**A) COMPLIANCE WITH REQUIREMENTS FOR THE PARTICIPATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE's)**

The bidder hereby certifies that it will not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The requirements of 49 CFR Part 26 and BUS's U.S. DOT-approved Disadvantage Business Enterprise (DBE) program are incorporated in this contract by reference.

**B) DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

The bidder certifies that neither the bidder, its third party subcontractors, nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

**C) CERTIFICATION REGARDING RESTRICTIONS ON LOBBYING**

The bidder certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_



**Request for Proposals for Downtown Security Camera System**  
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## **CERTIFICATION OF ELIGIBILITY**

The \_\_\_\_\_ hereby (Name of Contractor) certifies that it is not included on the United States Comptroller General's Consolidated List of Persons or firms Currently Debarred for Violations of Various Public Contracts incorporating Labor Standard Provisions.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_



# Request for Proposals for Downtown Security Camera System

RFP #: DCS-24-0318

**Due Date: March 14, 2018 @ 3:00 P.M.**

# DRUG-FREE WORKPLACE CERTIFICATION

COMPANY/ORGANIZATION NAME: \_\_\_\_\_

The contractor or grant recipient named above hereby certifies compliance with Governmental, Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

- I. Publish a statement notifying employees that unlawful manufacture, distribution dispensation, possession, or use of a controlled substance is prohibited and specify actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all the following:
  - (a) The dangers of drug abuse in the workplace.
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance proof

## CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of Texas.

---

**OFFICIAL'S NAME**

---

**DATE EXECUTE**

**EXECUTED IN THE COUNTY OF**

**CONTRACT OR GRANT RECIPIENT SIGNATURE**

**TITLE**

**FEDERAL I.D. NUMBER.**



**Request for Proposals for Downtown Security Camera System**  
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## **Restrictions on Lobbying Activity**

### **A. Prohibited Contacts During Contract Evaluation**

A vendor/contractor or a vendor's/contractor's agent/representative is prohibited from contacting city officials, including elected officials, and employees regarding a proposed contract from the time a Request for Proposal (RFP), a Request for Statements of Qualifications (RFQ-SOQ), a Bid Solicitation (IFB) or other solicitation has been released until the contract has been acted on by the City Commission. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by contractors, respondents or their agents, including lobbyists, may lead to disqualification of the respondent's offer.

### **B. A Lobbyists or Vendor/ Contractor May Not Place City Official Under Personal Obligation**

A Lobbyist or a Vendor/Contractor or any of their agents may not do any act or refrain from any act for the express purpose and intent of placing any city official under personal obligation to the Lobbyist or Vendor/Contractor.

### **C. False Statements**

A lobbyist or the vendor/contractor or any of their agents/representatives cannot intentionally or knowingly make any false or misleading statement of fact to any city official, or cause a copy of a document with false information to be received by an official without notifying the official in writing of the truth. Likewise, a registrant who learns that a statement in a registration form or activity report during the previous 3 years is false must correct that statement within 30 days by written notification to the Office of the City Secretary.

### **D. Use of False Identification**

A lobbyist or the vendor/contractor or any of their agents/representatives cannot communicate with a city official in the name of any fictitious person or in the name of any real person, without that person's consent.

### **E. Improper Influence**

A lobbyist or the vendor/contractor or any of their agents/representatives cannot cause or influence the introduction of any ordinance, resolution, appeal, application, petition, nomination, or amendment for the purpose of later being employed as a lobbyist to secure its granting, denial, confirmation, rejection, passage, or defeat.

### **F. Improper Representation**

A lobbyist or the vendor/contractor or any of their agents/representatives cannot represent that the person can control or obtain the vote or action of any city official.

1. City Official – the Mayor, members of the City Commission, City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judge of the City of Brownsville.



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**Disclosures and Requirements for City Vendors/Contractors**

Lobbyists are often retained for the purpose of assisting vendor/contractor seeking to do business with the city. The standards of conduct applicable to city contractors or other vendor/contractor of lobbyists are discussed below.

**A. Prohibited Contacts During Contract Evaluation**

A vendor/contractor or a vendor's/contractor's agent is prohibited from lobbying activities with city officials, including elected officials, and employees regarding a proposed contract from the time a Request for Proposal (RFP), a Request for statements of Qualifications (RFQ-SOQ), a Bid Solicitation (IFB) or other solicitation has been released until the contract is posted as a City Commission agenda item. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents, including lobbyists, may lead to disqualification of the respondent's offer. There is a parallel no-contact provision for lobbyists and their agents.

**B. The City's Discretionary Contracts Disclosure Form**

When seeking a discretionary<sup>1[2]</sup> city contract, the contractor must submit a form disclosing:

- the identity of all parties to the contract;
- subcontractors;
- partners, parent or subsidiary business entities of any party to the contract;
- any lobbyist or public relations firm that has been employed for a purpose related to the contract.

The vendor/contractor must also disclose all political contributions<sup>2[3]</sup> totaling more than \$100 made by the parties or the other individuals or entities listed on the form made directly or indirectly to:

- any current or former member of City Commission, including the Mayor;
- any candidate for City Commission, including the Mayor;
- any political action committee (PAC) that contributes to City Commission elections.

Indirect contributions include contributions made by an individual's spouse or by the officers, owners, attorneys, or registered lobbyists of the entity.

Indirect contributions do not include contributions by owners of a business entity who hold less than 5% of the fair market value or voting stock of the entity. If a publicly traded corporation seeks to contract with the city, it will not be required to list contributions made by its shareholders whose holdings are less than 5%.

<sup>2</sup> "Discretionary contract" means any contract other than those which by law must be awarded on a low or high qualified bid process. They do not include contracts subject to Section 252.022(a)(7) of the Texas Local Government Code or those contracts not involving an exercise of judgment or choice.

<sup>3</sup> Political contributions include both campaign and officeholder contributions.



**Request for Proposals for Downtown Security Camera System**  
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**C. Chapter 176 of the Local Government Code**

Effective January 1, 2006, Chapter 176 of the Local Government Code requires all vendors or those who seek to contract for the sale or purchase of property, goods, or services with a local governmental entity to submit a completed "conflict of interest questionnaire" with the Office of the City Secretary within seven (7) days after the person:

- 1) begins contract discussions or negotiations; or
- 2) submits an application, response to a request for proposal or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

The questionnaire requires the vendor/contractor or contract seeker to disclose business or employment relationships with Commissioners, Mayor and the City Manager. The Texas Ethics Commission is responsible for drafting the questionnaire and a link to the form on the Texas Ethics Commission website is posted on the "Forms" page of the city's ethics webpage. It is subject to change and anyone subject to the requirement should consult the TEC website to obtain the most up-to-date form.

Violation of Chapter 176 of the Local Government Code is a class C misdemeanor. Please consult your own legal counsel for questions about compliance.

**D. Political Contribution Prohibition**

Any person or company official acting as a legal signatory for a proposed "high-profile" city contract cannot make a political contribution to any Commissioner or candidate from the time a Request for Proposal (RFP), Request for Statements of Qualifications (RFQ-SOQ) or Invitation for Bids (IFB) is issued or from the time negotiations or discussions for a contract for which no competitive solicitation begins until thirty (30) days after the contract is awarded.

The designation of "high-profile" is assigned in accordance with the City of Brownsville Purchasing Policy Manual.

4. "High-Profile" - A designation of profile assessment, based on contract value, level of community interest, non-competitive acquisition, and contract complexity.



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**AUTHORIZED CONTACT FORM:**

This \*IFB/RFP/SOQ has been issued by City of Brownsville Purchasing & Contract Services Department. The Purchasing & Contract Services Department shall be the vendor's sole point of contact with regard to the IFB/RFP/SOQ, its content, and all issues concerning it.

All communication regarding this IFB/RFP/SOQ shall be directed to an authorized representative of City Purchasing & Contract Services Department. The Purchasing Director or Assistant Director facilitating this IFB/RFP/SOQ is identified on the cover page, along with his or her telephone number, and he or she shall be the primary point of contact for discussions or information pertaining to the IFB/RFP/SOQ. Contact with any other City representative, including elected officials, for the purpose of discussing this IFB/RFP/SOQ, its content, or any other issue concerning it, is prohibited unless authorized by the Purchasing & Contract Services Department Director or Assistant Director. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other City representatives, may constitute grounds for rejection by the Purchasing & Contract Services Department of the vendor's quotation.

The above stated restriction on vendor contact with City representatives shall apply until the City has awarded a purchase order or contract to a vendor or vendors.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_ DATE \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

\* *IFB – Invitation for Bids*

*RFP – Request for Proposals*

*SOQ – Statements of Qualifications*



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**HISTORICALLY UNDERUTILIZED BUSINESSES SUBMITTAL REQUIREMENTS:**

It is the policy of the City of Brownsville Purchasing & Contract Services Department to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, the Purchasing & Contract Services Department has adopted the State of Texas Statewide HUB Program, administered by the Texas Building and Procurement Commission. If the Purchasing & Contract Services Department determines that subcontracting opportunities are probable, then a HUB Subcontracting Plan is a required element of the contract.

Please follow the following link and choose Cameron County to run a HUB search.

<http://www.window.state.tx.us/procurement/cmbl/cmblhub.html>

Centralized Master Bidders List (CMBL) & Historically Underutilized Business (HUB) Search

Search:  
 CMBL only,  HUBs on CMBL,  HUBs not on CMBL  
 HUB Mentor Protege,  All Vendors

Vendor ID:  ?  
Vendor Number:  ?  
Vendor Name:  begins with  Name  Surname  Both  ?  
Include Inactive Vendors:  ? **Small Businesses Only:**  Yes,  No

Related Links  
CMBL Registration  
HUB Directory  
HUB Mentor Protege Agreement  
Listing  
Excluded Parties List System  
Search  
Debarred Vendors List

Selection 1: Class Code:  Item:  District:   
Selection 2: Class Code:  Item:  District:   
Selection 3: Class Code:  Item:  District:  ?

Texas County:  Cameron  
City:  begins with   
Zip:  begins with   
Sort by:  City  
Output as:  Detail List  
Results:  return all matches

Submit Search

*Output may contain coded information in Hub Status and Reason Off CMBL*

Texas Online | Statewide Search from the Texas State Library | State Link Policy | Texas Homeland Security  
Susan Combs, Texas Comptroller • Window on State Government • Contact Us  
Privacy and Security Policy | Accessibility Policy | Link Policy | Public Information Act | Compact with Texans



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## Certificate of Interested Parties House Bill 1295

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret [House Bill 1295](#).

**A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.**

**Follow the hyperlink below to submit electronic filing application Form 1295 (*Must be submitted with bid/proposal package to be considered by the City of Brownsville*). The Purchasing/Contracting Department requires "CERTIFICATE OF INTERESTED PARTIES FORM 1295" from your firm in order to be considered as per Government Code section §2252.908**

[HTTPS://WWW.ETHICS.STATE.TX.US/FILE/](https://www.ethics.state.tx.us/file/)

Acknowledged by,

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
Date

**Note: This page must be filled in and submitted with the sealed bid/proposal as an acknowledgement of bid/proposal document requirements by the City of Brownsville**



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## CERTIFICATE OF INTERESTED PARTIES

## FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

**5 Check only if there is NO Interested Party**

1

## 6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

**AFFIX NOTARY STAMP / SEAL ABOVE**

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

**Signature of officer administering oath**

Printed name of officer administering oath

**Title of officer administering oath**

**ADD ADDITIONAL PAGES AS NECESSARY**



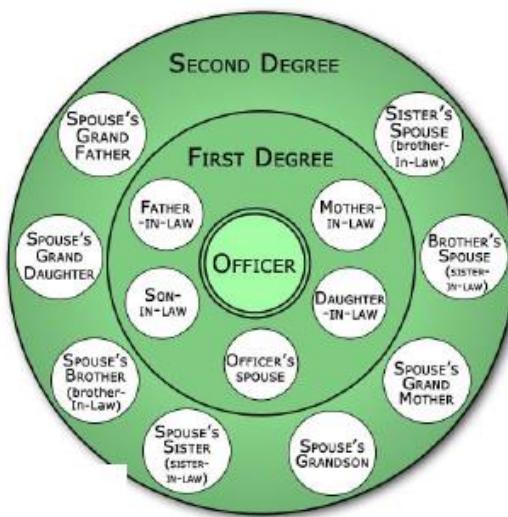
**Request for Proposals for Downtown Security Camera System**  
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**NEPOTISM CHART**

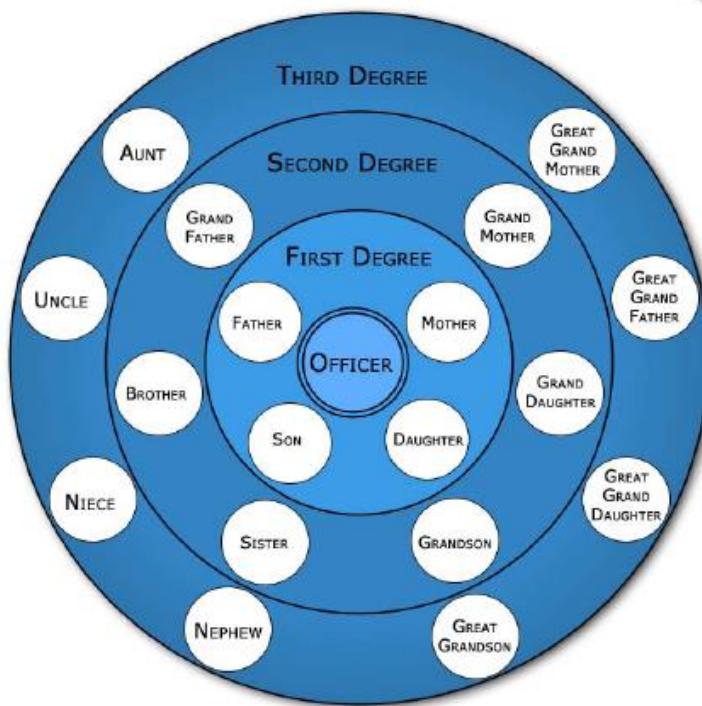
**AFFINITY KINSHIP**  
Relationship by Marriage

The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025



**CONSANGUINITY KINSHIP**  
Relationship by Blood

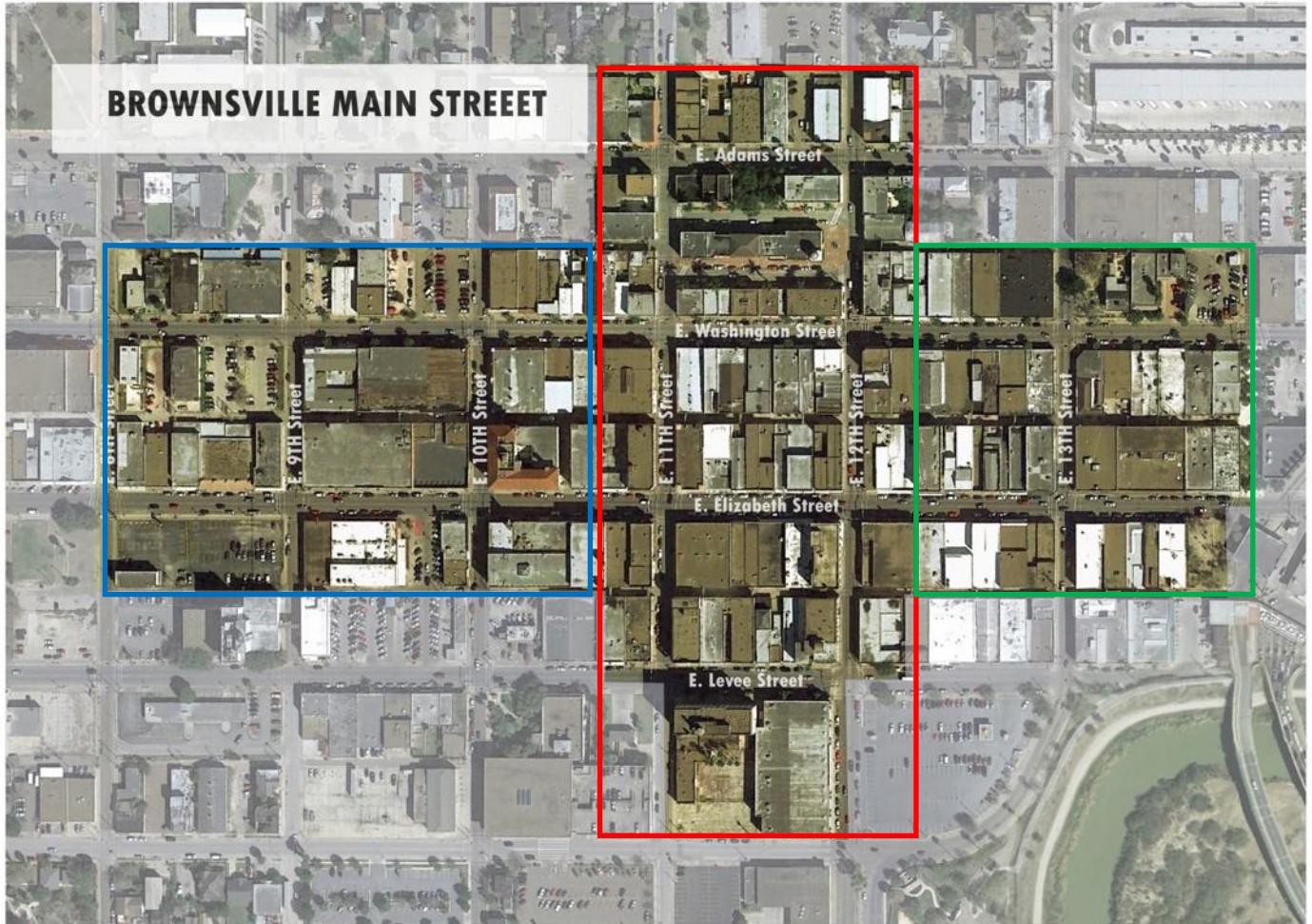




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## EXHIBIT "A"

### City of Brownsville Main Downtown District



**Sector - 1 – Main Downtown District – Market Square**

**Sector – 2 – City Hall**

**Sector 3 – Bus Facility**



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## EXHIBIT "A"

### City of Brownsville Main Downtown District



**Sector - 1 – Main Downtown District – Market Square**

**Sector – 2 – City Hall**

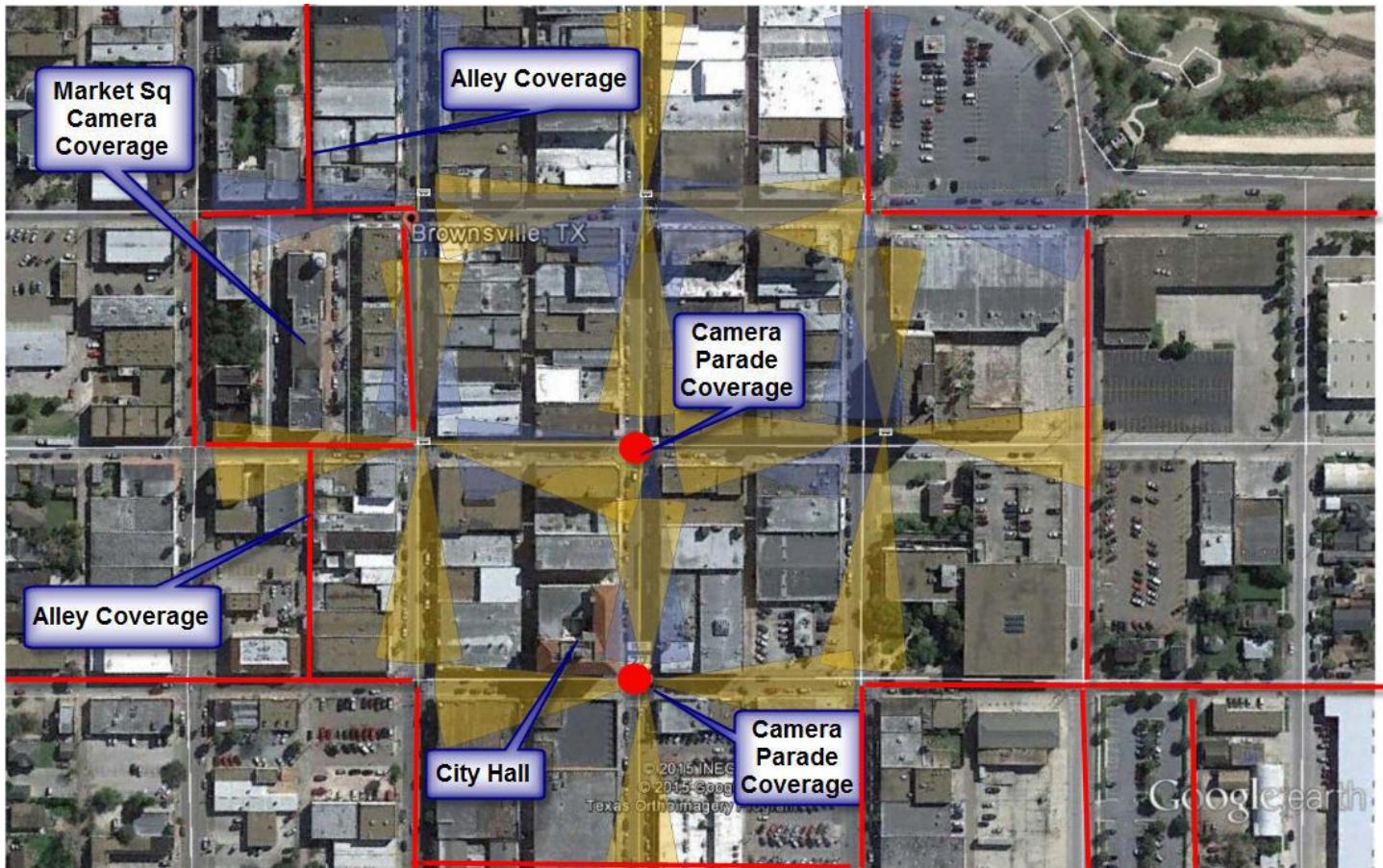
**Sector 3 – Bus Facility**



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## Sample of coverage areas



Sample of coverage area with a 360°, four (4) lenses

**END OF R.F.P. PROPOSAL PACKAGE**